

**Texas Commission on Environmental Quality (TCEQ)**  
**Lighty-Duty Motor Vehicle Purchase or Lease Incentive Program (LDPLIP)**  
**Reservation Form Instructions**

**DEALER AND LEASING COMPANY RESERVATION**

- a.** Reservation requests will only be accepted for vehicles placed on order. Vehicle dealers and leasing companies (but not individual applicants) must call the TERP toll-free number at (1-800) 919-TERP (8377) to obtain a vehicle reservation form from the TCEQ to reserve a place in line for funding consideration for a specific purchase or lease of a vehicle that must be placed on order.
- b.** The TCEQ will respond with an email to the dealer or leasing agent to provide a reservation form. The form must be completed and returned to the TCEQ according to the instructions provided on the form.
- c.** Upon receiving and accepting a reservation form, the TCEQ will assign a reservation confirmation number verifying that the purchase or lease is being assigned a place in line for consideration under the first-come, first-served rebate process. The TCEQ will notify the dealer or leasing agent by phone or email of the reservation number and the expiration date of the reservation. The expiration date of the reservation will be determined by the TCEQ based on the expected vehicle delivery date along with consideration of the period of availability of the grant funds. The TCEQ is not obligated to accept the reservation request and assign a reservation number.
- d.** The TCEQ may, at its discretion, provide a list of the current reservation numbers assigned on the TERP Web site. The dealer or leasing agent should not assume that a place in line is being held for that purchase or lease until and unless a reservation number is provided.
- e.** A rebate application for the specific purchase or lease by the purchaser or lessee identified in the reservation request must be received before the expiration date of the reservation in order for the assigned place in line to apply. If the application is received after the reservation expiration date, the application will be considered based on the date of receipt of the application, rather than the pre-assigned place in line.
- f.** This process is made available so that a dealer or leasing agent may request a place in line for a specific purchase or lease that is being ordered. This process is not available for dealers to reserve blocks of rebates to be used to market vehicles to potential buyers or lessees. The dealer or leasing company must provide the information requested on the reservation form provided by the TCEQ.
- g.** A valid vehicle order document must be provided with the reservation form, including information about the vehicle make, model, and model year and the buyer or lessee of the vehicle. The order document should also include the expected vehicle delivery date.
- h.** The assignment of a reservation number by the TCEQ is not a guarantee of eligibility or that a rebate grant will be awarded. Dealers and leasing agents should not imply to a purchaser or lessee that once a reservation number is assigned the award of a rebate is assured.
- i.** The TCEQ may suspend or cancel this reservation process at any time and without prior notice, although every attempt will be made to hold the place in line for any vehicle purchase or lease that is on the list prior to that time.
- j.** The TCEQ may establish a limit on the number of reservations that may be made by an individual dealer or leasing company or for an individual applicant, without amendment to this NoR or other notice.

TCEQ USE ONLY  
Reservation #

Texas Commission on Environmental Quality (TCEQ)  
Texas Emissions Reduction Plan (TERP)  
Light-Duty Motor Vehicle Purchase or Lease Incentive Program (LDPLIP)

**RESERVATION FORM**

Vehicle Buyer/Lessee Name:

**Vehicle Information:** (To be completed by Dealer or Lessor)

Number of Vehicles Ordered:

Vehicle Make: (list only one)

Vehicle Model: (list only one)

Vehicle Model Year: (list only one)

Fuel Type:  
(CNG, LPG, Plug-in Electric, Plug-in Hybrid, Hydrogen Fuel Cell)

Vehicle Term and Amount CNG or LPG:  
(Purchase or Lease)

Vehicle Term and Amount Electric Plug-in/Plug-in Hybrid, Hydrogen Fuel Cell:  
(Purchase or Lease)

Purchase Order Date:

Expected Delivery Date:

Dealership or Leasing Company Name:

Dealership or Leasing Company  
Representative Name:

Full Mailing Address, City, State, & Zip Code:

County of Dealership:

Phone Number:

Email:

**Reservation Criteria:**

- The buyer or lessee must be identified at the time of the reservation form and the name of the purchaser/lessee must be listed on the purchase order form.
- Indicate the number of vehicles you are requesting a reservation for.
- If the order includes more than one vehicle, one reservation form may be used if the vehicle make, model, and model year are the same for each vehicle.
- If requesting a reservation for vehicles with different vehicle make, model, and model years, a separate form must be submitted.
- A Rebate Application Form (TCEQ-20684) must be completed and submitted within **60 days** from the date of the expected delivery date of the vehicles listed on the purchase order. If a Rebate Application Form is not received within the timeframe the reservation will be canceled and the application will be processed on a first-come, first-served basis. Reservations will not be accepted after February 28, 2019.

**Completed reservation forms may be submitted by email to [TERP@tceq.texas.gov](mailto:TERP@tceq.texas.gov) or fax to 512-239-6161. For questions, contact us at 1-800-919-8377 (TERP).**